



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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December 22, 2010

TO: Curriculum Publishers

FROM: Office of Early Learning, NC Department of Public Instruction
Division of Child Development, NC Department of Health and Human Services

RE: Curriculum Review, 2nd Round

In 2007-08, the Office of Early Learning (formerly Office of School Readiness) and the Division of Child Development convened a committee to evaluate early childhood curricula. Recommendations from this committee were adopted by the State Board of Education as approved curricula for the state-funded More at Four Pre-Kindergarten Program, Title I Preschool, and Even Start Program and by the Division of Child Development for the curriculum quality point for the NC Star Rated License for child care.

This committee has been reconvened for a second round of reviews that will begin in February 2011. If you have a curriculum you would like reviewed, please read the guidelines below and follow the instructions on page 2 of this memo.

The following guidelines will determine eligibility for review in the second round:

- ***Curriculum is a comprehensive early childhood curriculum based on the criteria for curriculum approval.*** Please see the attached "North Carolina Approved Early Childhood Curricula" document issued November 2008 to read the committee's criteria for curriculum approval. Supplemental curricula that do not address all domains of early childhood development and learning are not included in this process. School-age curricula are also not included.
- ***Curriculum was not reviewed in the first round in 2007-08, OR***
- ***Curriculum was not previously approved and has had significant revisions since the first review in 2007-08.*** Your submission of curriculum materials must include a letter detailing the revisions that have been made to the curriculum since 2008.

For additional information, please contact Laura Hewitt, Division of Child Development, at (919) 890-7154 or laura.hewitt@dhhs.nc.gov or Kristen Guillory, Office of Early Learning, at (919) 981-5270 or kristen.guillory@ncpublicschools.gov.

Page 1 of 2

OFFICE OF EARLY LEARNING

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Instructions for submitting a curriculum

1. Submit four sets of your complete curriculum package (originals). Include all materials you would send to a program that purchases the curriculum. The deadline for receipt of materials is January 27, 2011.
2. Enclose in each curriculum package identification information and return instructions that include the following:
 - Organization that publishes or produces the curriculum materials, contact person, address and telephone number
 - A list of every item included in the curriculum package
 - For multi-box shipments, the total number of boxes and a list of items in each box
 - Specific instructions on how you will retrieve the materials, if desired, after the review is complete. You may pick up the materials or have them shipped. *The Division of Child Development and the Office of Early Learning will keep two copies of each curriculum that is approved.*
3. You may provide supplemental information with the curriculum. Supplemental information should be directly related to the review criteria and should be clearly labeled as “supplemental” to distinguish it from the curriculum materials typically available to programs that purchase the curriculum.
4. A curriculum that was reviewed by this committee in 2007-08 and has had significant revisions since then must include a letter detailing the revisions that have been made to the curriculum since 2007-08.
5. Mail the curriculum packages to the following address:
Attention: Laura Hewitt
Division of Child Development
319 Chapanoke Road, Suite 120
Raleigh, NC 27699
6. If you would like your materials to be returned, please pack the curriculum in reusable boxes. Mark the outside of the package “To Be Returned” and include a pre-paid UPS or other mailing label.

In the event that materials are misplaced during the review process, the Curriculum Review Committee, the Division of Child Development and the Office of Early Learning will not be liable for return or payment.